Online Admission System

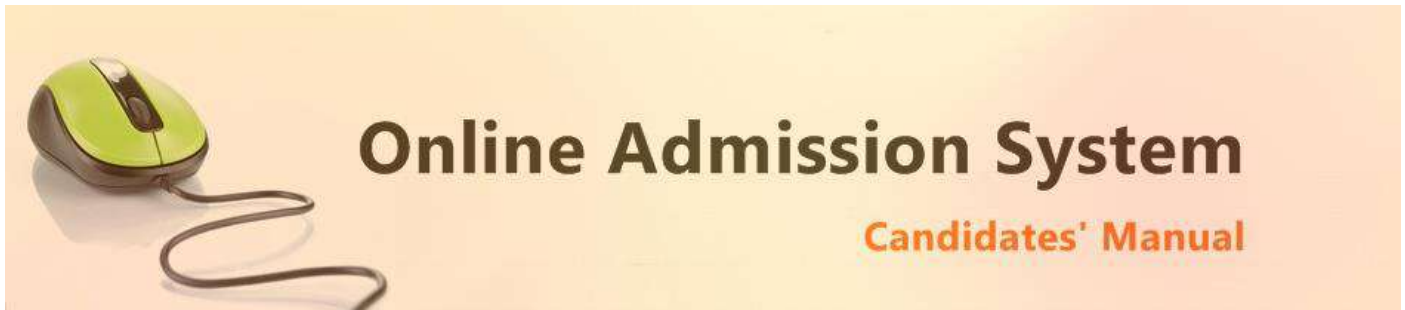## Candidates' Manual

Online Admission System

(CBCS Based)

Candidate's Interface

Manual

Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options.

*We recommend using latest and updated browsers like **Google Chrome** or **Mozilla Firefox** for best experience.*
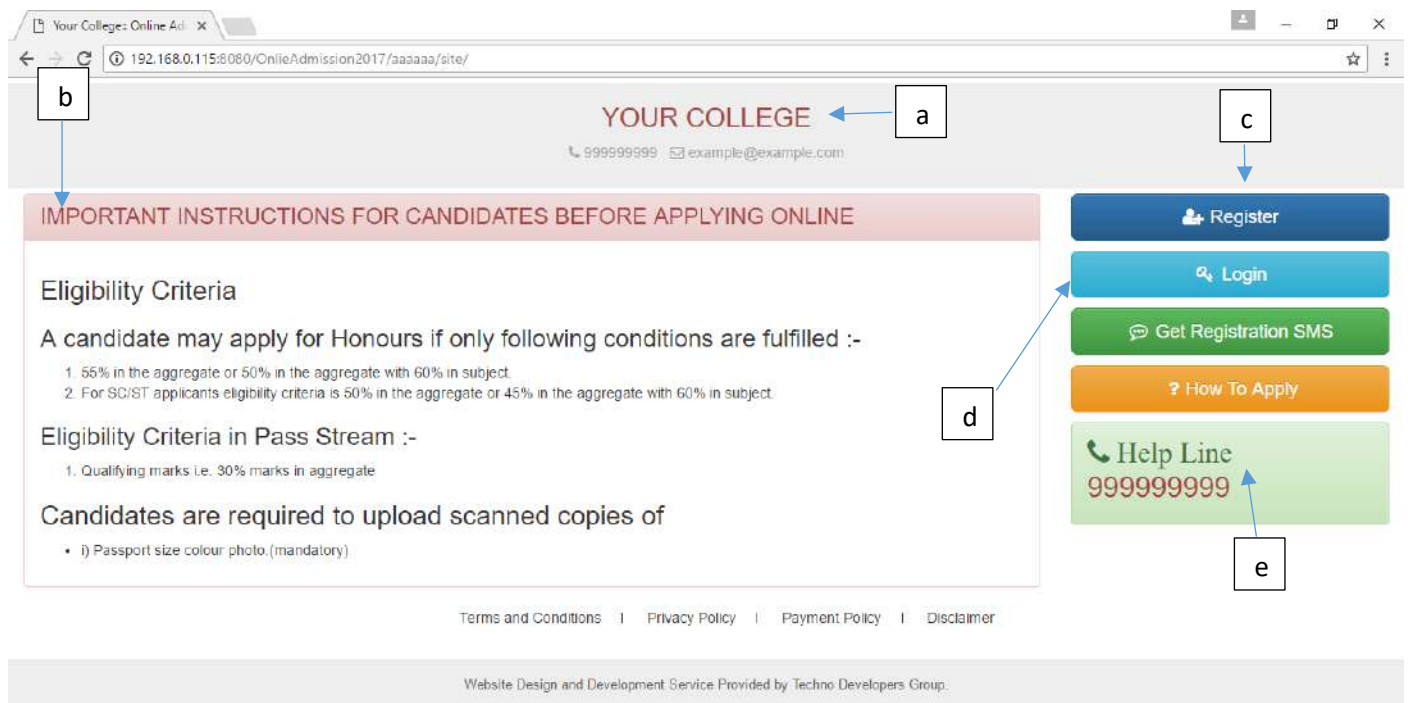
a) College Name
b) Eligibility Criteria details & notices etc.
c) New Candidates Registration button
d) Applied Candidates Log in button
e) College Helpline contacts

How to Apply ?

To apply please click on the Register button and initiate the application process

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Online Admission System
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Registration Step 1 of 1

1) To begin the online registration process please Select the Course and Course Type from the dropdown lists. Marked with RED Border

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2) Next provide the Applicant's Personal Details marked with **Green Border**.

Please type in the following details properly

    i)   Applicant Name (As per 10+2 Marksheet) (*)
    ii)   Mobile Number (*)
    iii)   Date of Birth [As per Board Document] (*)
    iv)   Board Name(*)
    v)   Registration Number (*)
    vi)   Passing Year (*)
    vii)   Admit Card Roll (*)
    viii)   Admit Card Number (*) [in Case of Board Name = "WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION"]
    ix)   10+2 Subjects [Marks Details]
    x)   Desire Honours course
    xi)   Desire Program course

Please note all the fields marked with * are compulsory

After inserting all required data click on

[Submit Details]
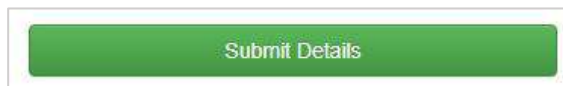
To proceed next step as below

Here you find your application number and date of birth, keep this data for further reference.

Now click on student login button marked with blue line to complete the full process of application.

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After Successful login the below from is appear

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Aadhar and Bank related information (not compulsory)

- i) 12 digit Aadhar Number
- ii) Your bank name
- iii) Bank Address
- iv) Bank Account Number
- v) Bank IFSC Code
- vi) Bank MICR Code

[*Note: The above information may not be available in your form as it is populated as per the preference & processes of the respective college or university*]

3) Please provide your communication address and permanent address

Please provide the following details of your address

- a) House No./Street Name
- b) Post Office (P.O)
- c) Ward No. (if any)
- d) Village/Town Name
- e) Block (if any)
- f) District Name
- g) Police Station (P.S)
- h) State
- i) PIN

To have the same address copied to the Permanent Address fields please have the option "**Same as Above**" Ticked/Checked. Else Untick/Uncheck the same to provide separate details for Permanent Address.

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4) Applicant's Other Details

i)   Select your gender

ii)   Select your blood group

iii)   Select your marital status

iv)   Select your religion

v)   Select your mother language

vi)   Select your Nationality

vii)   Select your Economic Status [APL or BPL]

      i.   If you are in BPL [Below Poverty Level] category you must put your BPL card number

viii) Select other specification [If you are a cadre of NSS or NCC or if you area recognised sports person, in case of sports person the institute may asked for a physical certificate issued by Govt./Renowned sports authority.]

ix)   Select your Physically Challenged Status [Whether you are Physically Challenged or not]

      i.   If you are a Physically Challenged person then you must put your Physically Challenged certificate number for verification.

x)   If you are a Residence of Tea garden then Tick on Check box, and declare the Name of Tea Garden

xi)   Before you proceed next step by clicking on Submit Button, you have to tick checkbox just beside "**I undertake**" and confirm agreeing to the term of the admission to the institute and the online admission system.

xii)   Click on "**Submit**" to save and proceed.

Registration Step 2 of 4

i)   Your last attended School Name from where the applicant has passed Higher Secondary (HS/10+2)

ii)   Select your Higher Secondary Board Name

iii)   Select the year of passing Higher Secondary Examination

iv)   Select your stream [Science, Arts or Commerce etc.]

v)   Your Higher Secondary Roll number.

vi)   Your Higher Secondary Registration Number

vii)   Select your category [General/Unreserved, SC, ST, OBC A or OBC B etc.]

       i.   If you are applying under any reserved category (i.e. other than General/Unreserved category) then please mention your respective category certificate number.

viii)   Select your Major Indian Language [MIL] for part III

ix)   Please provide your higher secondary examination marks appropriately as displayed in your marksheet.

x)   Select the **Subject name** from the list, provide the **Total Marks** of the Examination and then the marks Obtained by the candidate appropriately.

xi)   A few subjects may be preselected as mandatory subjects for the course selected.

xii)   Please provide your actual marks as per your marksheet only. DO NOT input percentage or average marks. The system shall calculate the same as per its set criteria appropriately.

xiii)   Also below put the marks of Environmental Science/Study subject in same manner above this is not mandatory and also not applied in merit calculation.

Course & Subject Selection (CBCS Based)

a) Based on the 10+2 (HS) marks provided and the criteria set by the respective colleges & universities, the Subject/Course/Stream options where the candidate is eligible to apply for admission shall be populated.

b) Select your desired Course and CBCS Subject preferences accordingly.

Please note that any modification on the 10+2 (HS) subject marks would again revalidate the eligibility of the opted courses and CBCS subjects. Please verify and select your preferences again.

1st Preference		2nd Preference		3rd Preference	
HISTORY	▼	ENGLISH	▼	GEOGRAPHY	▼
GE1	Sem 1 and 2	GE1	Sem 1 and 2	GE1	Sem 1 and 2
ECONOMICS	▼	NEPALI	▼	ENGLISH	▼
GE2	Sem 3 and 4	GE2	Sem 3 and 4	GE2	Sem 3 and 4
POLITICAL SCIENCE	▼	PHILOSOPHY	▼	POLITICAL SCIENCE	▼
AECC1	Sem 1	AECC1	Sem 1	AECC1	Sem 1
ENVIRONMENTAL STUDIES	▼	ENVIRONMENTAL STUDIES	▼	ENVIRONMENTAL STUDIES	▼
AECC2	Sem 2	AECC2	Sem 2	AECC2	Sem 2
ENGLISH	▼	ENGLISH	▼	HINDI	▼

Program Course Preference

B.A. GEN ⌄

Select one Subject form each of the sections below.

DSC1   Sem 1 to 4

GROUP 1	GROUP 2	GROUP 3
○ BENGALI	○ ECONOMICS	○ GEOGRAPHY
● ENGLISH	○ EDUCATION	○ PHYSICAL EDUCATION
○ HINDI	○ HISTORY	○ POLITICAL SCIENCE
○ NEPALI	○ PHILOSOPHY	○ SOCIOLOGY
○ SANSKRIT		

DSC2   Sem 3 and 4

GROUP 1	GROUP 2	GROUP 3
○ BENGALI	○ ECONOMICS	○ GEOGRAPHY
○ ENGLISH	○ EDUCATION	○ PHYSICAL EDUCATION
○ HINDI	○ HISTORY	○ POLITICAL SCIENCE
○ NEPALI	○ PHILOSOPHY	● SOCIOLOGY
○ SANSKRIT		

Legends:

- CC / DSC: Core Course for Honours / Discipline Specific Core Course for Program
- GE: General Elective
- LCC: Language Core Course
- AECC: Ability Enhancement Compulsory Course

Click on the "**Submit**" button to save.

On clicking the "Submit" button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to next step.

Registration Step 3 of 4

Documents upload section

i) To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the "Choose File" or "Browse" button to explore your PC.

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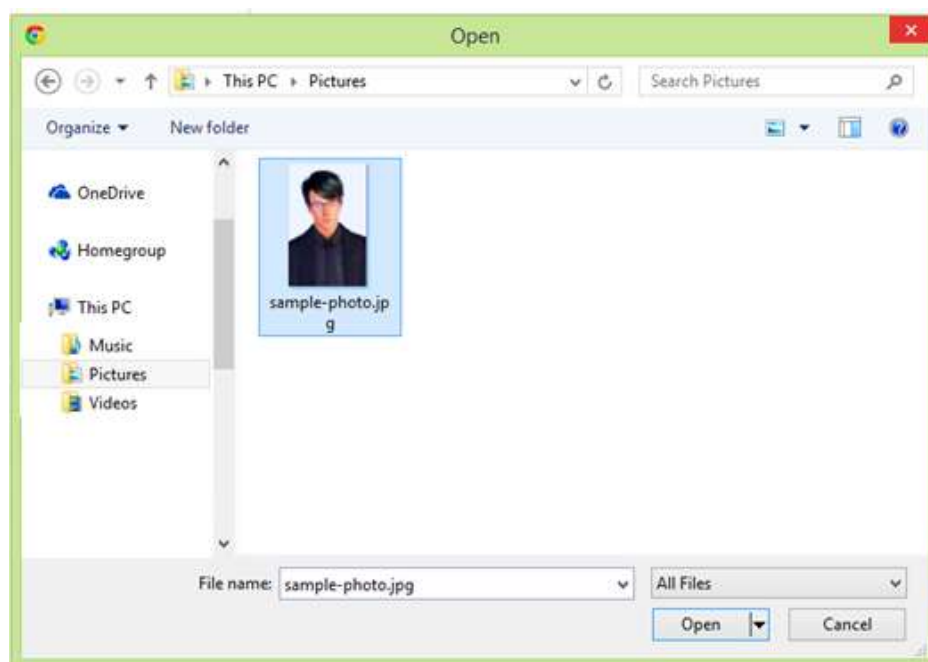
ii)   Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.

iii)   The select window shall close and the image shall be uploaded. The upload confirmation along with the "View" button will be visible.

Upload Your Photo   * | Choose File | sampl....jpg | ✔ Uploaded   ● View
Document Upload Success

Upload Documents:

Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.
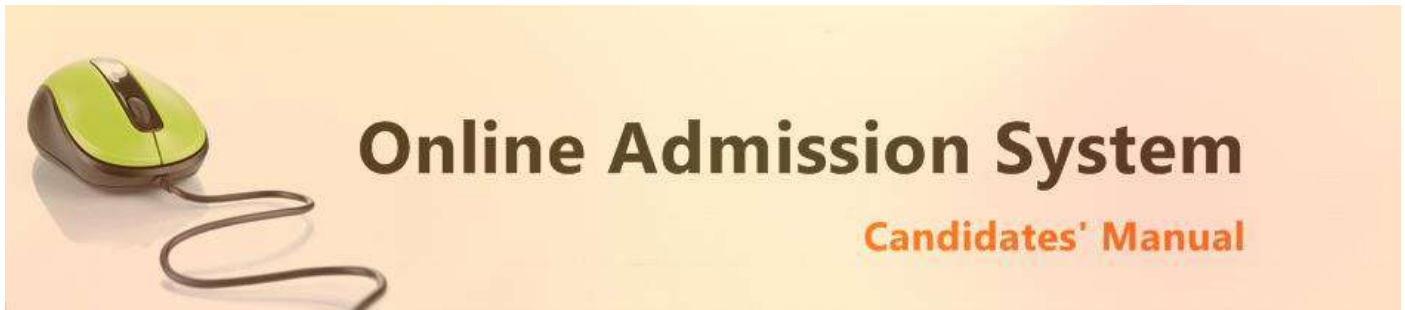
Registration Step 4 of 4

The Step 4 of registration provides option to process and finalized the application.

Once you **"Confirm and Submit Application"** you will find the application from to print

Online Admission System

Candidates' Manual

Personal Details ✓	Subject Details ✓	Documents Upload ✓	⚡ Finalize ✓	🏛 Admission →

Step 4 : Finalize   [→ Logout]

Candidate Name: XXXXXX XXXXX   **Application No: SSSSSSSSSS**

Important Note :

1. Please Confirm your submitted application & take a print of your **Application Form.**
2. Application data can be changed before Final Submission. After the Final Submission the Application data cannot be modified. So please make the necessary changes (If needed) before final submission.

Application Status :   ✔ Confirmed

🖨 **Print Application Form**

XXXXXX XXXXX
Affiliated to University of North Bengal
Online Application Form for Session : **2021-2022**

Application No :	SC21BSC1	Application Date :	02/08/2021	
Course :	BSC HONOURS & PROGRAM	Date of Birth	11-July-2003	
Candidate Name :	SAYANDEEP MONDAL			
Father's Name :	SARADINDU MONDAL	Occupation :	PRIVATE	
Mother's Name :	MAMONI MONDAL	Occupation :	HOUSEWIFE	
Guardian's Name :	SARADINDU MONDAL	Family Income:	ABOVE 2,00,000	

Mobile : XXXXXX	Phone : XXXX	Email : XXXXXXX	Aadhar : XXXXXXX

Gender : MALE	Marital Status : SINGLE	Nationality : INDIAN	Religion : HINDUISM	Mother Tongue : BENGALI

Category : GEN(UNRESERVED)	Physically Challenged : NO	Economic Status : APL	Blood GP : A+	Other Spec : NO

#	Applied To	CBCS Subject Preference				
1	ZOOLOGY	GE1: MICRO BIOLOGY	GE2: BOTANY	AECC1: ENVIRONMENTAL SCIENCE	AECC2: BENGALI	
2	PHYSIOLOGY	GE1: ZOOLOGY	GE2: BOTANY	AECC1: ENVIRONMENTAL SCIENCE	AECC2: BENGALI	
3	MICRO BIOLOGY	GE1: ZOOLOGY	GE2: BOTANY	AECC1: ENVIRONMENTAL SCIENCE	AECC2: BENGALI	
5	B.SC. GEN	DSC1 AND DSE1: ZOOLOGY	DSC2 AND DSE2: MICRO BIOLOGY	DSC3 AND DSE3: BOTANY	AECC1: ENVIRONMENTAL SCIENCE	AECC2: BENGALI

(Row 5 continued: SEC1: ZOOLOGY | SEC2: MICRO BIOLOGY)

Communication Address:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Permanent Address:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Applicant Academic Details :

School Name : SILIGURI BARADAKANTA VIDYAPITH (H. S.)	Board : WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

Stream: SCIENCE	10+2 Roll No. : 110511-1512	10+2 Registration No. : 1181007113

10+2 Subjects	Total Marks	Obtained Marks	Percentage
ENGLISH	100	80	80 %
BENGALI	100	88	88 %
BIOLOGY/ BIOLOGICAL SCIENCES	100	81	81 %
CHEMISTRY	100	88	88 %
PHYSICS	100	90	90 %
MATHEMATICS	100	77	77 %

Availed Kanyashree in your previous Institution :	Want to avail Kanyashree at this College :	
Hostel Facility Needed : NO		Travel and Tourism Management (TTM) career oriented programme : **NOT OPTED**

I certify that the above statements are true and I undertake :
1. To abide by the provision of the Act, Statutes, ordinance, Regulations and rules of the college, failing which, the college may take appropriate action against me.
2. To abide by the provisions of the UGC regulations, 2009 on curbing the menace of ragging in higher educational institution.
3. To attend at least 75% of the classes to become eligible for appearing at the examination, as per university regulation.
4. To accept the system generated SMS(s) sent from this website to the mobile number I have provided.
5. To register at www.antiragging.in and submit the declaration during admission.

Please Follow Our College Website (www.siliguricollege.org.in) For Further Updates and Information   Signature of Applicant